

REQUEST FOR PROPOSALS

BUSINESS INCUBATION PROGRAM OPERATOR

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF HAMPTON, VIRGINIA

October 21, 2015

This is not an Order

The Economic Development Authority of the City of Hampton, Virginia, ("EDA") reserves the right to accept or reject any and all proposals in whole or in part. The EDA further reserves the right to enter into any contract deemed in its best interest. The entire contents of this Request for Proposals ("RFP"), any addenda thereto, offeror's proposal and negotiated changes shall be incorporated by reference into any resulting contract.

The Economic Development Authority of the City of Hampton, Virginia, a political subdivision and body politic organized and validly existing under the laws of the Commonwealth of Virginia, does not discriminate against faith-based organizations.

Introduction

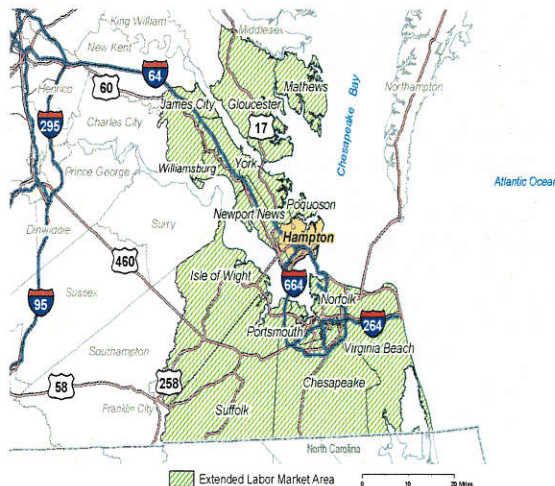
The Economic Development Authority of the City of Hampton, Virginia has been supporting entrepreneurs through a sponsored business incubation program since 1992. The purpose of the RFP is to ensure that the EDA is sponsoring a state-of-the-art program that nurtures entrepreneurs and small businesses. The EDA is seeking proposals from qualified persons or organizations to provide business incubation support services to nascent and early stage businesses as well as assisting in accelerating the development of second stage growth oriented firms within the City of Hampton.

Hampton is seeking to implement an innovative business incubation model that will nurture entrepreneurs and small businesses and function as a complementary vehicle for economic growth. The EDA recognizes that the business incubation industry has seen rapid changes in the last few years with the rise of new models such as accelerators, co-working spaces, hackerspace, makerspace, and more. Changes in technology have also led to the creation of virtual business incubation programs. The virtual provider is not restricted by distance and is able to extend its professional and partner networks to provide resources and services to businesses almost anywhere.

Based on the changes taking place in the business incubation industry, the EDA wants to ensure it is sponsoring a state-of-the-art program that develops the businesses of tomorrow, helps early stage companies, and aids the rapid growth of existing stage two companies. To that end, the EDA encourages experienced non-profit organizations, academic or research institutes, industry groups, private companies, and partnerships to respond to the RFP.

Background

The City of Hampton is a progressive waterfront community of approximately 52 square miles in size with a population of over 136,000. Hampton is bounded on the north and east by the Chesapeake Bay and on the south by the Hampton Roads Harbor. The city is part of the Virginia Beach-Norfolk-Newport News Metropolitan Statistical Area with a population of approximately 1.6 million. Interstates 64 and 664 converge in the city. Hampton is also served by two commercial airports. A totally integrated transportation network of interstate highways, air, rail and sea services provide easy access between the city and the global marketplace.



Hampton is recognized for its aerospace and defense facilities, major medical centers, and proximity to institutions of higher education.

Higher Education

The Hampton Roads region has a number of institutions of higher education that provide career and technical, undergraduate, and graduate degree programs in many disciplines including (but not limited to) applied sciences, engineering, business, and technical trades. Institutions located in the City of Hampton include:

- Hampton University (est. in 1868)
- Thomas Nelson Community College
- Old Dominion University (Old Dominion University Peninsula Center)
- National Institute of Aerospace (graduate degree programs offered by Hampton University, Old Dominion University, College of William & Mary, University of Virginia, Virginia Tech, Georgia Tech, North Carolina A&T, North Carolina State University)
- Saint Leo University
- Bryant and Stratton College

Other institutions of higher education in the metropolitan region include:

- Christopher Newport University
- College of William and Mary
- Virginia Institute of Marine Science
- Eastern Virginia Medical Schools of the Medical College of Hampton Roads
- Norfolk State University
- Regent University
- Tidewater Community College
- Virginia Wesleyan College
- ECPI

Major Medical Facilities

The City of Hampton is home to several modern medical facilities that provide innovative healthcare:

- Sentara CarePlex Hospital
- Hampton University's Proton Therapy Institute
- Veterans Administration Medical Center
- Riverside Diagnostic Center
- Riverside Regional Medical Center

Research and Development Facilities

Hampton and the Hampton Roads region have tremendous research and technology capabilities including (**Note:** asterisks denotes facilities located in Hampton):

- * NASA Langley Research Center
- * National Institute of Aerospace
- * Hampton University Cancer Research Center
- * Virginia Tech Seafood Agriculture Research and Extension Center
- Thomas Jefferson National Accelerator Facility

- Virginia Modeling, Analysis & Simulation Center
- Virginia Institute of Marine Science

I. DEFINITIONS

For purposes of this RFP the following definitions shall apply:

Business Incubation Program means an interactive and dynamic business support process designed to stimulate individuals to start his or her own business, foster the care of new ventures at an early stage, and aid the rapid growth of existing stage two companies, thereby increasing the opportunities for businesses to survive and enhance their growth potential. Business incubation is a unique and flexible combination of business development processes, infrastructure, and people.

Proposer(s) means those individual, entities, organizations submitting a response to this Request for Proposals.

Service Provider means the Proposer selected to implement the Hampton Business Incubation Program.

II. PRIMARY GOALS & OBJECTIVES

The primary **goals** of the Hampton Business Incubation Program are to:

1. Diversify Hampton's economy through the support of entrepreneurship and innovation for startups and small businesses that create high quality jobs;
2. Further enhance the growth of Hampton's identified industry clusters;
3. Leverage research and institutional assets in Hampton;
4. Accelerate the growth of local businesses and industry;
5. Improve the entrepreneurial and small business climate throughout the city;
6. Leverage all available resources (local, regional, state, and federal) to make the program a success; and
7. Enable Hampton to become the innovative leader in developing and nurturing entrepreneurs and small businesses in the Commonwealth of Virginia.

The primary **objectives** of the Hampton Business Incubation Program include but are not limited to:

1. Design and launch a well-managed Business Incubation Program ("Program") for the City of Hampton;
2. Develop and implement strategic, financial and marketing plans for the Program;
3. Develop and implement client selection and graduation processes;
4. Emphasize diversity in recruitment and selection of clients;
5. Develop and implement local, regional, and national collaborations and partnerships to attract clients to the Program,
6. Provide services that help clients to hone and implement their business plans and establish new market opportunities;

7. Boost the probability of success of start-ups and small businesses in Hampton and create momentum for their sustained growth; and
8. Develop a self-sustaining Program by the time the EDA funding support is exhausted (see Section IV).

III. HAMPTON ECONOMIC DEVELOPMENT AUTHORITY'S ROLE

The EDA will provide strategic support, serve as a facilitator where necessary, monitor the operation of the Program, and evaluate the overall effectiveness of the selected Proposer.

IV. FUNDING AND BUDGET

The EDA will request funding from the City of Hampton for the Program for a period of up to five (5) years. However, the selected Proposer is expected to demonstrate its ability to make the program self-sustaining and independent of the EDA by seeking other sources of funding such as corporate sponsorships; state and federal funds; fees; rent; and partnerships with corporations, and institutions of higher education.

Since the initial source of funding for the program is being provided by the EDA, it is required that prior to any business incubation client receiving assistance they must either demonstrate they are a resident of Hampton (in the case of a nascent business), or have a Hampton business license and an actual presence in Hampton. Businesses primarily located outside of Hampton required to obtain a Hampton business license solely for a specific job(s) performed at the location of a customer of that business that is primarily located within Hampton are not considered Hampton businesses for purposes of this program. However, the Service Provider can provide services to non-Hampton businesses provided no EDA funds are used to subsidize services to these clients and they do not make up more than 20% of total client base in the Program so long as the majority of the program funding is provided by the EDA.

V. RFP Timeline (Subject to Change)

Date	Milestone
October 21, 2015	Issue Notice of RFP
November 10, 2015	Preproposal Meeting to Answer Questions
January 29, 2016	Proposal Due Date
March 25, 2016	Award Notice Issued No Later Than
July 1, 2016	Program Implementation

VI. REQUIRED SCOPE OF SERVICES

The following items shall be provided in response to this RFP:

A. Management

1. Proposers are to include a management plan for the Program, including but not limited to staffing (e.g. position descriptions, organizational structure, governance structure).

B. Proposed Environment – Respondents must describe their general operating and programming concept (i.e. physical space only, virtual space only, a hybrid (combination of physical and virtual space), or something altogether different).

1. If the Proposer is recommending a physical component, please describe the facility (i.e. an incubator, accelerator, co-working space, hackerspace, makerspace, or combination of the aforementioned (i.e. incubator/accelerator/co-working space, etc.), provide a location(s), and draft floor plan(s). Describe the workspace offerings and various workspace options (office, meeting, prototyping/testing, collaboration, demonstration, event space, etc.).
2. If the Proposer is conducting virtual client assistance, please describe the methods of how this will be accomplished.

C. Client Attraction and Marketing

Proposers will provide a general description of the marketing and promotional campaign to be pursued to attract clients to the business incubation program.

1. Proposers must include a client recruitment plan that describes the strategies for identifying and selecting firms entering the program. At a minimum:
 - a. Include the process for assisting nascent companies with pre-incubation support to nurture the development of ideas into conceptual business models and value propositions;
 - b. Include the process for identifying, engaging and selecting quality early stage companies and identifying second stage companies poised for acceleration; and
 - c. Include provisions for recruiting minority/women-owned business firms as well as foreign firms looking for a “soft landing” and needing assistance to transition into the US market.
2. Provide a projection of the anticipated number and types of clients to be assisted annually over a five (5) year period beginning July 1, 2016.

D. Client Development

1. Describe how training programs will be provided to clients depending on their needs and stages of development. Types of training to be provided at a minimum should include business insurance, business management, business plan preparation, financial and legal management, marketing and sales, raising capital, and recruiting and acquiring human talent.
2. Describe how business mentoring would be incorporated and conducted as an essential support service.
3. Describe how access to networking opportunities for incubating and accelerating companies will be made with business consultants, business coaches, mentors, local colleges and universities, and capital managers to help clients build their capacity and face the challenges of growing their business.
4. Describe how the Proposer will provide information and access to various financing opportunities.
5. Describe the client exit policy and graduation process based on the proposed structure of the Business Incubation Program. The client exit policy would be for clients not demonstrating commitment to the Program.
6. Provide an estimate of the annual client graduation rates.

E. Operations

1. Operational Timeline - provide a timeline to have the Program operational and accepting clients.
2. Budget – provide a five (5) year capital and operating budget which details the program expenses:
 - a. Cost to develop the Program including the number of staff hours and breakout of hourly rates for each professional and administrative staff person who will be committed to the Program, including fringe benefits and overhead costs;
 - b. Public relations and marketing costs;
 - c. All direct costs, such as rent and materials;
 - d. Cost for any and all services; and
 - e. List any other applicable costs associated with the program.
3. Include a five (5) year estimate of all anticipated sources of revenue funding for the Program.
4. Accountability to Stakeholders – For the first three (3) years the selected Proposer will be required to submit monthly performance reports, which may be changed to quarterly reports in the remaining term of the

agreement (see Attachment A: Sample Reporting Documents). The required reporting matrix will include but is not limited to:

- a. The names and types of firms entering the Program, types of milestones each firm needs to achieve, and the number of firms successfully completing the Program;
- b. The number of jobs created/retained, average wages, new capital investment made, firm projected and actual gross revenues per quarter;
- c. New firms created, firms expanded, funding obtained by client firms including the amount and source of the funding;
- d. Evaluation of the effectiveness of service delivery (outcomes/successes/failures); and
- e. Any other tracking metrics the selected Proposer recommends based upon experience with other successful incubation programs.

VII. PROPOSAL REQUIREMENTS

A. General

The proposal should be concise, well organized, and demonstrate the Proposer's qualifications and experience. The proposal shall be limited to twenty-five (25) double-sided pages (8½ inches x 11 inches), inclusive of executive summary, resumes, graphics, forms, pictures, photographs, cover letter, etc. Type size and margins for text pages should be in keeping with accepted standard formats for desktop publishing.

B. Contents of the Proposal

Proposals submitted in response to this RFP shall be in the following order and shall include:

1. **Executive Summary** – Include a 1 to 2 page overview of the entire proposal describing the most important elements.
2. **Identification of the Proposer**
 - a. Legal name and address of company or organization.
 - b. Legal form of company or organization (partnership, corporation, joint venture, etc.). If a joint venture, identify the members of the joint venture.
 - c. Name, title, address, telephone number and email address of the lead person to contact concerning the proposal.
 - d. Describe the Proposer's experience, if any, with similar incubation programs.
3. **References** – Include the name and contact information (telephone number and email address) for at least two organizations where the Proposer has performed similar work and the dollar value of contracts and/or budgets associated with the work performed.

4. Response to the Scope of Services

VIII. PREPROPOSAL MEETING

There will be a preproposal meeting held at **9:00 a.m., EST, on Tuesday, November 10, 2015** in the City of Hampton at:

City of Hampton
Economic Development Department
1 Franklin Street
Suite 600
Hampton, Virginia 23669

The objective of the preproposal meeting is to respond to any questions Proposers have prior to the RFP closing date. The EDA strongly encourages all potential respondents to attend this meeting. A conference call number will be provided for interested parties who are not able to attend the meeting in person.

Those planning on attending the meeting in person or via conference call will need to **RSVP by calling 757-727-6237 no later than noon (12:00 p.m., EST) on Monday, November 9, 2015.**

IX. SUBMITTAL REQUIREMENTS

- A. One original (marked "Original") and six (6) copies of the proposal and one (1) USB flash drive containing the proposal shall be submitted to the Hampton Department of Economic Development. **The proposal must be received no later than 4:00 p.m., EST, on Friday, January 29, 2016,** and addressed to the attention of:

Mr. Leonard L. Sledge
Secretary/Treasurer
Hampton Economic Development Authority
1 Franklin Street, Suite 600
Hampton, VA 23669

Proposals submitted by facsimile or email are not acceptable and will not be considered.

- B. The proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Proposer.
- C. Proposals and/or modifications received subsequent to the hour and date specified above shall not be considered.

X. SELECTION CRITERIA

The EDA will evaluate each proposal according to the criteria listed below, taking into account the information provided in the proposal, the experience of the Proposer, references, and other pertinent information about the Proposer. The

EDA reserves the right to request additional information, conduct site visits, interviews and request presentations from one or more of the Proposers.

Criteria Descriptions

Proposals will be evaluated based on the parameters listed below. Should there be a lack of experience in any area; the Proposer should demonstrate how a partner organization(s) will address the gap(s).

A. Qualifications of the Proposer

The credentials of the Proposers team, including lead and sub-contractors (i.e. relevant professional experiences, business acumen, previous experience managing and operating business incubation programs in a financially sustainable manner, and experience in developing professional networks/partnerships within a regional entrepreneurial ecosystem to accomplish goals).

B. Proposed Concept

Proposers are encouraged to offer an innovative program which takes a comprehensive approach to providing business development support, commercialization support, administrative support, education, training and mentoring, creating a self-sustaining business model, along with effectively communicating with stakeholders. The proposed concept will also be judged on the creativity and impact of the overall approach in relation to achieving the Program goals and objectives outlined in Section II.

C. Client Attraction and Marketing

Proposers will be evaluated on the general marketing and public relations strategy for the Program and the client recruitment plan. This will include the types for businesses the Proposer will target and the timeline and number and types of clients estimated to be served each year.

D. Management and Client Development

Quality program management is vital to success. Proposers must demonstrate the ability to identify client needs, manage and monitor client progress with the focus of achieving both the client and program goals. The staff must have business experience, be effective at marketing the program, attract sponsorships, provide data for documenting the Programs performance and outcomes, and communicate effectively with stakeholders.

E. Operations and Financial Strategy

Proposers must demonstrate they have the financial and operational skills to ensure the Program is successful. Proposers should identify all funding sources that will be used to sustain the Program and demonstrate the ability to create a self-sustaining operation within a five (5) year period.

F. Accountability to Stakeholders

Since the EDA is providing public funds for this initiative, the Proposer must demonstrate their willingness to be accountable to the public. This means providing monthly documentation to show how effective or ineffective the program has been. The Proposer should also demonstrate they are not opposed to making adjustments to improve the program outcomes.

Each proposal will be scored as follows:

CRITERIA	POINTS
Qualifications of Proposer	15
Proposed Concept	25
Client Attraction and Marketing	15
Management and Client Development	15
Operations and Financial Strategy	25
Accountability to Stakeholders	5
Total	100

XI. GENERAL TERMS AND CONDITIONS

A. Contract Document

This RFP, any addenda, proposals, additional information requested, and negotiated terms shall constitute the final contract hereafter referred to as this "contract." These documents will be incorporated by reference in the final contract. This contract shall be governed by the contract documents in the following order of precedence:

1. This RFP;
2. Any negotiated changes to the foregoing documents; then
3. Proposer's proposal.

B. Proposer Obligation

Proposer shall carefully examine the contents of this RFP and any subsequent addenda. Failure to do so shall not relieve the Proposer of its obligation to fulfill the requirements of any contract awarded as a result of this RFP.

C. Requirement for FEIN/SSN

To obtain payment for work performed under this contract, if the Proposer is an individual, the individual Proposer shall provide his or her social security number and the FIN obtained for his or her sole proprietorship, if applicable. If the Proposer is a partnership or corporation, the Proposer shall provide its federal employer identification number.

D. Applicable Law

The contract shall be deemed to be a Virginia contract and shall be governed as to all matters of validity, interpretations, obligations, performance, or

otherwise exclusively by the laws of the Commonwealth of Virginia and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered, this contract shall be deemed to have been delivered and executed by the parties in the Commonwealth of Virginia.

E. Compliance with All Laws/Authority to Transact Business

Proposers shall comply with all federal, state, and local statutes, ordinances now in effect or hereafter adopted, in the performance of this contract. Proposer represents that it possesses all necessary license to permits required to conduct business and/or will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Proposer is a corporation, partnership, limited liability partnership, or limited liability company, Proposer further represents that it is a corporation, partnership, limited liability partnership, or limited liability company in good standing in the Commonwealth of Virginia, will provide proof thereof, and will remain in good standing throughout the term of the contract and any extensions. Proposer shall not allow its existence to lapse or its certificate or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the term of the contract. All City of Hampton business license, personal property, real estate and other applicable tax requirements shall be met by the Proposer. Failure by the Proposer to remain in compliance with this provisions of this section shall be deemed as material breach of this agreement.

F. Immigration Reform and Control Act of 1986

Proposer does not and shall not during the performance of the contract knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

G. Non-Appropriation of Funds

It is understood and agreed between the parties that the EDA shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, the EDA shall immediately notify the Proposer of such occurrence and this contract shall terminate on the last day funds are available without penalty or expense to the EDA of any kind whatsoever.

H. Severability

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.

I. Non-Assignment

Proposer shall not assign its right and duties under this agreement without prior written consent of the EDA.

J. Copyright/Patent/Trademark Indemnity

Proposer shall pay all royalty and license fees relating to items covered by this contract. In the event any third party shall claim that the manufacture, use, of sales of any goods or services provided under this contract constitute an infringement of any copyright, trademark, or patent, the Contractor shall indemnify the EDA and the City of Hampton and shall hold harmless the EDA and the City of Hampton from any cost, expense, damage, or loss incurred in any manner by the EDA or the City of Hampton on account of any such alleged or actual infringement.

K. Indemnity of Proposer

The EDA and the City of Hampton cannot legally agree to any clause indemnifying the Proposer from any damages arising out of the contract or holding the Proposer harmless. The submission of a bid or proposal constitutes an agreement by the Proposer to not request such language in the resulting contract.

L. Indemnity by Proposer

It is understood and agreed that Proposer hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Proposer, its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by this contract. Proposer agrees to indemnify and hold harmless the EDA and the City of Hampton, and their agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this contract, and (c) the performance of the work by Proposer or those for whom Proposer is legally liable. Upon written demand by the EDA and/or the City of Hampton, Proposer shall assume and defend at Proposer's sole expense any and all such suits or defense of claims made against the EDA, the City of Hampton, their agents, volunteers, servants, employees or officials.

M. Non-Discrimination.

Employment discrimination by Proposer shall be prohibited. During the performance of this contract, Proposer agrees as follows:

1. Proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification/consideration reasonably necessary to the normal operation of Proposer. Proposer agrees to post in conspicuous

places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. Proposer, in all solicitations or advertisements for employees placed by or on behalf of Proposer, will state that Proposer is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. Proposer will include the provisions of the foregoing Sections 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

N. Drug Free Workplace.

During the performance of this contract, Proposer agrees as follows:

1. Proposer will provide a drug-free workplace for contractor's employees.
2. Proposer will post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in Proposer's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
3. Proposer will state in all solicitations or advertisements for employees placed by or on behalf of Proposer that Proposer maintains a drug-free workplace.
4. Proposer will include the provisions of the foregoing Sections 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

O. Changes or Modifications to this RFP

Changes or modifications to this RFP made prior to the date and time of closing will be addressed by addenda from the EDA. Proposers are to acknowledge receipt of addenda in a writing provided to the EDA. Oral communications are not part of the proposed documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

P. Proprietary Information & Non-Disclosure

Proposer is advised that the Virginia Freedom of Information Act ("VFOIA"; Section 2.2-3700 et. seq., Code of Virginia, as amended) shall govern public inspection of all records submitted by the Proposer. Specifically, if Proposer seeks to protect any proprietary data or materials, Proposer shall:

1. Provide a statement that invokes protection from the VFOIA, prior to, or upon the submission of the proprietary data or other materials.
2. Provides a statement that identifies the data or other materials to be protected and states the reasons why protection is necessary.
3. Submit trade secrets and other proprietary information under separate cover in a sealed envelope clearly marked "**PROPRIETARY.**"
4. Information submitted that does not meet the above requirements will be considered public information in accordance with the statutes of the Commonwealth of Virginia.
5. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement that the Proposer's costs or proposal pricing are to be protected is unacceptable. Proposer will be requested to remove any such statement(s) in order to be eligible for further consideration.

Q. Contract Modifications

After award, any and all modifications to this contract shall be mutually agreed to by both parties, in writing, and authorized by the EDA.

R. Venue

Venue shall be in the Circuit Court of the City of Hampton, Virginia and the United States District Court for the Eastern District of Virginia, Newport News Division, compliant with the applicable laws and regulations, as deemed appropriate by the EDA.

ATTACHMENT A

SAMPLE REPORTING DOCUMENTS

CLIENT NARRATIVE SUMMARY

The first part of the report shall consist of a Client Narrative Summary.

The Client Summary page shall complement Table A: Incubator Client Activity Report.

- 1) New clients entering the Incubator in the current fiscal year.
- 2) Clients that entered in previous fiscal years.
- 3) Virtual Clients

Client narrative summaries should be brief and written using the following outline:

- A. Company Background
 - a. Legal name/doing business as
 - b. When and where did the company start business?
 - c. What is their current product and/or service offering?
- B. Incubator manager and client agreed upon goals and milestones and the agreed upon timeframe to achieve them.
- C. Summary of client's progress toward achieving agreed upon milestones.
- D. In the case of virtual clients, describe when, or if, they will enter the Incubator.
- E. Summarize the client's success stories, (i.e. grant awards, news coverage, new contracts, patents, etc).

Summary of Other Activity

- 1) List formal workshops/presentations conducted at the Incubator for clients and number of clients and visitors who attended each event.
- 2) List of networking activities conducted by the Incubator manager with business service providers as well as the chamber of commerce, colleges and universities, research centers and others to increase awareness of the Incubator and generate clients and enhanced client support services.

TABLE A
INCUBATOR CLIENT ACTIVITY REPORT

NEW RESIDENT CLIENTS		TYPE	CLIENT STATUS					HOURS ASSISTING CLIENTS						
#	Client Name	SI/AI	Level 0	Level 1	Level 2	Level 3	Level 4	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total		
												0		
												0		
												0		
0	Total New Clients		0	0	0	0	0	0	0	0	0	0		
EXISTING RESIDENT CLIENTS		TYPE	CLIENT STATUS					HOURS ASSISTING CLIENTS						
#	Client Name	SI/AI	Level 0	Level 1	Level 2	Level 3	Level 4	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total		
												0		
												0		
												0		
0	Total Existing Clients		0	0	0	0	0	0	0	0	0	0		
VIRTUAL INCUBATOR CLIENTS		TYPE	CLIENT STATUS					HOURS ASSISTING CLIENTS					HAMPTON	
#	Client Name	SV/AV	Level 0	Level 1	Level 2	Level 3	Level 4	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	In	Out
												0		
												0		
												0		
0	Total Virtual Clients		0	0	0	0	0	0	0	0	0	0	0	0
0	TOTAL ALL CLIENTS		0	0	0	0	0	0	0	0	0	0	0	0
EST. vs ACTUAL REVENUES OF RESIDENT CLIENT														
Each Client		Total												
Actual Revenue		Total												
Each Client		\$0												
EST. REVENUES OF VIRTUAL CLIENTS		Total												
Hampton Virtual in Aggregate		\$0												
Non-Hampton Virtual in Aggregate		\$0												
INCUBATOR CLIENT EMPLOMENT		Total												
		Full-timePart-timeFull-timePart-timeFull-timePart-timeFull-timePart-time												
Hampton Resident Clients in Aggregate		0000000000												
Virtual Clients in Aggregate		0000000000												
Total Number of Employees		0000000000												

Client Types
SI: Start-up In-House
SV: Start-up Virtual
AI: Accelerator In House
AV: Accelerator Virtual

Level of Client Status
Level 0: Acceptance into the Incubator Program
Level 1: People, Plan and Processes
Level 2: Saleable Lead Product or Service
Level 3: Stable Revenue Generation
Level 4: Scale-up & Breakeven

TABLE B
INCUBATOR LEASING ACTIVITY REPORT

	Square Feet	Lease Rate	Total Rent
Total Leased Area			
Common Area			
Net Leasable Area			

Net Leasable Area				
Room	Incubator Clients	Square Feet	Lease Rate	Total Rent
101	XYZ Company			
Total				
Total % Occupancy & % Rent Coverage				

Assumptions

The lease rate is full service and includes CAM charges.

THR can state any other observations or factors.

TABLE C
PREVIOUS INCUBATOR CLIENT ACTIVITY REPORT

PREVIOUS INCUBATOR CLIENTS							
#	Name	GRAD	DROP	FAILED	RELOCATED	BOUGHT OUT	HAMPTON BUS.
0	TOTAL PREVIOUS CLIENTS	0	0	0	0	0	0

SPINOFFS OF PREVIOUS HAMPTON INCUBATOR CLIENTS		
#	Name	
		Hampton Business
		Non-Hampton Business
0	TOTAL SPINOFF BUSINESSES	0

Assumptions

- 1.) Previous Incubator clients are those that had occupied Incubator space and took advantage of its services and at some point left the Incubator.
- 2.) Spinoffs are companies that were created by previous Incubator clients.
- 3.) Hampton Businesses that are located in Hampton as of the current reporting period.

Table D
PERCENTAGE OF INCUBATOR OPERATING EXPENSES FUNDED BY HAMPTON EDA

	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Totals	
	Amount	Percentage	Amount	Percentage	Amount	Percentage	Amount	Percentage	Amount	Percentage
Funding Source										
Total	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%